

**2009 Sanctuary Advisory Council Summit
Alpena, Michigan
May 4 – 7, 2009**

- CASE STUDY GUIDELINES -

Case Study Selection Process:

- ❖ Dan Basta requests that one paragraph abstracts for proposed case studies be submitted to Karen Brubeck, National Sanctuary Advisory Council Coordinator, by December 31.
- ❖ Sanctuary superintendents and council coordinators will work with each council to determine if a case study abstract will be submitted, and coordinate the submission.
- ❖ The 2009 agenda working group (made up of council chairs and coordinators) will then determine which case studies most closely meet the criteria in these guidelines and have most export value for the group; three case studies will be selected. Based on input from previous meeting participants, case studies are most useful when they are developed and presented to closely meet the established case study guidelines. The smaller number of case studies on the agenda is also in response to input from meeting participants.
- ❖ Sites/councils will be notified of the selected case studies in February.

Case Study Development and Presentation:

- ❖ Site staff will be available to assist the council chair with development of the case study presentation. The council chair will conduct the presentation at the meeting, with assistance from the council coordinator as needed. The council coordinator will also be on hand to field questions on behalf of the site for the discussion portion of the case study.
- ❖ Each case study will be allotted one hour on the agenda; a minimum of 20 minutes of that time will be for discussion/questions.

Case Study Framework:

- ❖ **Describe the issue or project tackled by your council:** Case studies should focus on one major issue or project faced by the council since the May 2008 meeting in Newport News.
- ❖ **Describe council involvement:** The case study should detail council involvement throughout the “life-span” of the issue, focusing on critical council actions and final outcomes.
- ❖ **Describe staff involvement:** Decisions made or actions taken by the council coordinator, sanctuary superintendent, regional director and/or ONMS director should also be described.
- ❖ **Describe lessons learned:** The case study should have export value for other councils, so the presentation should emphasize lessons-learned.